January, 1999

WATER CONSERVATION AND DROUGHT OR WATER SUPPLY EMERGENCY MANAGEMENT PLAN REPORT FOR PUBLIC WATER SUPPLY SYSTEMS

PERMITTEE: _____

CONTACT PERSON: _____
ADDRESS: _____
_____

TELEPHONE NO. _____
ALLOCATION PERMIT NO.: _____

DATE: _____

Submit to: Bureau of Water Allocation
P.O. Box 426
Trenton, New Jersey 08625-0426

See your Water Allocation Permit for your submittal schedule

NOTE: You must read and complete all sections of the worksheet. Your Water Allocation Permit requires water conservation and water management activities that you may not usually consider in this context but no section may be omitted.

Please discard your file copies of the previous worksheets and/or delete or update computerized forms. Your report must be submitted on an exact replica of this worksheet, either a photocopy or a computerized version, with the original kept on file for future reference. An incomplete worksheet will be returned to you. If there is not enough space provided for your information, additional pages should be used.

I. WATER CONSERVATION COMPONENTS

A. WATER SYSTEM

1. Allocation: _____ mgm, _____ gpm, _____ mgy

2. Source:

number of wells	_____
number of surface intakes	_____
bulk purchase	_____ mgd

3. Metering:

	(circle one)	
raw water source	Y	N
finished water	Y	N
delivered water	Y	N

4. Date of last source meter calibration: _____

5. System Capacity:
   treatment _____ mgd
   delivery _____ mgd
   storage _____ mg

6. Customer Base	Number of Connections	Number of Meters
residential	_____	_____
commercial	_____	_____
industrial	_____	_____
municipal	_____	_____
total	_____	_____

7. Interconnections:

existing/size	_____	_____
under construction	_____	_____
planned (5 year)	_____	_____

use (circle one) bulk, emergency, other (describe)

Agreements for use: Y (give details) N

8. Map or diagram of the system. Submit only once unless there are changes.

B. ANALYSIS OF WATER USE

1. Demand: Report demand from the most recent year for which you have complete data as the base year; identify the years the data refers to.

	mgd	mgm	mgy	gpm
base year 19__	____	____	____	____
previous year 19__	____	____	____	____
peak (base year)	____	____	____	____
next year 20__	____	____	____	____
5 year 20__	____	____	____	____

2. Customers:
   estimated population _____(19__ year)
   names of municipalities served _____

3. Per Capita Use
   To produce standardized data, please use the following methods of calculation, using data from the years identified under B.1 - Demand.

Average use = total annual pumpage in gallons) 365 days) number of people served.

Minimum use = minimum month pumpage (gal.)) days in month) number of people

Maximum use = peak month pumpage (gal.)) days in month) number of people

	Current year 19	Last year 19
Average	_____	_____
Minimum	_____	_____
Maximum	_____	_____

Calculation based on: (circle one)
total pumpage residential use only

4. Management of Peaks: (describe approach)
_____
_____

5. Projections of Growth: Service Connections
new in past year _____
expected this year _____
projected 5 year _____

C. UNACCOUNTED-FOR WATER

1. Leak Detection & Repair Program

a. frequency of surveys (performed on a regular schedule, as conditions require, etc.) _____
_____
_____

b. miles of mains surveyed per year _____
valves tested _____
hydrants tested _____

c. methods employed _____
_____

d. equipment used _____
_____

e. equipment owned/rented/borrowed/consultant employed
_____

2. Leak Repair Activities (for last calendar year)

a. leaks detected: number size repaired

mains _____ ____ _____
valves _____ ____ _____
hydrants _____ ____ _____

b. estimate of water saved _____

c. manpower/equipment available to make repairs
_____

3. Long-range plans to reduce unaccounted-for water (for example, over the next three years) _____

4. Service Meter Repair/Replacement Procedures

a. regular schedule or as needed basis _____
b. average age of meters in use _____
c. approximate number of direct read _____
remote read _____

5. Calculate Unaccounted-for Water, past two years - DO NOT INCLUDE ANY ESTIMATED WATER USE.

$$100 - \frac{\text{gallons of water billed}}{\text{gals. of water entering dist. system}} \times 100 = \%\ \text{unacc't}$$

100 - _____ x 100 = _____% (19__)

100 - _____ x 100 = _____% (19__)

6. Estimate water supply used for fire fighting and unmetered municipal buildings. _____ mgy

D. WATER RATES

1. Attach a copy of your rate schedule or a summary of it.
2. Note any planned or proposed changes in rates.
3. Meter reading and billing schedule - _____
_____
_____

E. PUBLIC EDUCATION/AWARENESS

List efforts undertaken to date and those planned:

1. Assess public awareness of local and regional water supply problems.

_____
_____

2. Describe and/or include samples of information distributed to water users.

_____
_____

3. Describe activities undertaken in the past 3 years to meet with environmental committees and watershed associations to explore the concept of water conservation education.

_____
_____

4. Describe the assistance given to schools and civic organizations to promote the best use of local water resources.

_____
_____
_____

II. DROUGHT OR WATER SUPPLY EMERGENCY MANAGEMENT COMPONENTS

A. Management of Localized Water Supply Problems

1. Storage, backup supplies, equipment and interconnections on standby status:

_____
_____
_____

NOTE: The following section refers to local restrictions, which may be voluntary or mandatory, as decided by local officials when necessary, to manage local shortages only. The restrictions that apply when a drought emergency is declared by the Governor are not to be included here.

2. List ordinances that have been adopted to promote water conservation and provisions for their enforcement:

_____
_____
_____

3. Indicate which of the above ordinances are implemented during the following local conditions:

   a. Drought warning _____
   b. Drought emergency _____
   c. Precipitation deficits _____
   d. Reservoir storage deficits _____

4. Distribution of water conservation devices/ retrofit program/rebate program: _____
   _____
   _____

5. Regulations requiring reuse or recycling of water:
   _____
   _____
   _____

B. Voluntary Transfers Via Interconnections

1. Describe conditions under which voluntary transfers of water into your system are made via existing interconnections:
   _____
   _____
   _____

2. Describe existing interconnections and agreements for their use during temporary emergencies and during localized drought emergencies:
   _____
   _____
   _____

3. Give schedule for exercising interconnections:
   _____
   _____
   _____

C. Purveyors with Water Supply Reservoirs with Capacity over 2.0 Billion Gallons ONLY;

1. Attach a rule curve that can be used to establish storage level thresholds for your reservoir or note that there is one on file with the Bureau of Water Allocation.

2. Explain the management steps to be taken as drought conditions progress approaching drought warning or drought emergency levels of the rule curve.

wcp-ws-bu